



**AVAP Monthly Conference Call**  
**AVAP Executive Committee Meeting Notes**  
**Monday, August 19, 2019**  
**1:00 PM to 2:00 PM CST**

1. **Welcome new members** to Executive Committee & conference Hosts

President Joe Montgomery

Vice President Bill Venne

Secretary Kay Glaser

Treasurer Karen Johnson

Treasurer elect L. Kay Allen- Resigned

Member at large Julie Byczynski

Member at large Chastity Carrigan

Conference Liaison Gretchen Morgan

2020 Conference Chair Cheryl Cobbs, Team: Tim McPheron, Pamela Erickson, Hnouzong Her and Hyemi Sevening

*Possible replacement of Treasurer elect after L. Kay resigned; we will work on filling it later*

**2019 Conference Review and wrap-up**

a. Housekeeping

- i. Financials – Update from Karen on outstanding invoices, revenue and expenses  
*Karen is processing bills from conference, no other expenses known of. Sent spreadsheet to Mark, all numbers not here yet, she will update. Transition to AAVMC has made tracking difficult. Financial report by next EC meeting.*
- ii. Presentations/Conference Materials – Update from Danielle: *Danielle is in Italy, not here to present. Bill will categorize conference comments. Making title more descriptive, and linking conference agenda might help.*

b. Survey results – Bill and Joe - Overview of noteworthy comments and suggestions

*Overall surveys, most thought duration is right, just a few thought it was too long. Task force will consider any changes. Data from surveys will help drive format.*  
*Cost- based on survey we should consider raising conference price. We will look hard at this and sponsorships. Hotel is going to be a little more than expected. We need financials before deciding what direction to go.*  
*Discussion on roundtables- most think a hybrid of 10-15 minutes so presentation by moderators before roundtable talks. Moderator training with presentation as a part would be*

*good training for next year. Encourage co-presenters to collaborate sooner and be better prepared. Maybe call moderators Presenter-Moderators so they know their role.*

- c. Updates to by-laws –  
*New amendments were put up on website last week.*

## **2. 2020 Conference**

- a. Discuss and/or develop Planning Timeline  
*Board put together timeline, new committee with refine it as they go. Before jumping in on logistics a budget is needed and survey results refined. Pamela is negotiating best deal on hotel and food. It has gone up since initial quote, but will bring price to committee before finalizing the contract. Negotiating meeting rooms too, looking at how many we needed this year. We have a 90% occupancy rate for guest rooms, need meeting rooms too.*
- b. Begin establishing structure for conference and discuss registration fee  
*Spreadsheet of sponsor prospects started. Based on survey conversations and survey we will go to big corporate industry, not the ones we rely on for our colleges programs. Put together draft packet for next month.*
- c. Updates from hosts on ideas and recommendations  
*Working on ideas for speaker, many ideas for teams in the area. Send ideas to Cheryl Cobbs*
- d. 2020 Conference Team:
  - Cheryl Cobbs [cicobbs@ucdavis.edu](mailto:cicobbs@ucdavis.edu)
  - Pamela Erickson (formerly Dinsmore- she just married) [padinsmore@ucdavis.edu](mailto:padinsmore@ucdavis.edu)
  - Hnouzong Her [hher@ucdavis.edu](mailto:hher@ucdavis.edu)
  - Hyemi Sevening (will be on calls intermittently) [hsevening@ucdavis.edu](mailto:hsevening@ucdavis.edu)
  - Tim McPheron [tmcpheeron@westernu.edu](mailto:tmcpheeron@westernu.edu)

- 3. **Discuss President's Message(s) for 2019-2020** – (first draft enclosed) topics to address, budget comparison of recent conferences  
*Joe wants to share current ideas, asked for other comments or recommendations to tell the AVAP members. Highest response to survey in years, some comments will be included. Mentioned discussion forum, we may need to readdress. Someone suggested using SLACK or others, might remedy comments for more discussion all year. Our system is clunky behind the scenes. Many complained about too many emails. Bill will ask for ideas at large. Executive Committee will post meeting notes for all. Excellence Awards discussion- a lot of feedback, will look at scholarship award and encourage further discussion.*

## **4. Other business**

*Ran late- Held for next meeting*

**Meeting adjourned at 2:05 PM Central Standard Time.**